UNITED STATES DEPARTMENT OF COMMERCE
National Bureau of Standards
Washington, D.C. 20234

EXO	
B/ODP	
C/MS	
C/P&PS	
C/PSSS	
SO	
C/AS	
JS JR	
File	FIPS

1976 September 3

MEMORANDUM FOR FIPS Points of Contact

From: Harry S. White, Jr.
Associate Director for ADP Standards

Subject: October 12, 1976 Symposium on Documentation of Computer
Programs and Automated Data Systems

On October 12, 1976, the National Bureau of Standards and the U.S.
Civil Service Commission are jointly sponsoring a symposium to
introduce the Federal Government ADP community to the concepts and
guidelines which have been made available through the recent
publication and issuance of FIPS PUB 38, <u>Guidelines for Documentation
of Computer Programs and Automated Data Systems</u>.

The planning, design, development, and implementation of computer
programs and automated data systems (software) represent a consider-
able investment of resources. To maximize the return of this
investment, and to provide for cost-effective operation, revision,
and maintenance, sufficient documentation is needed at each phase
of the software development life cycle. FIPS PUB 38 has been
developed to provide government-wide guidelines in response to
that need.

The symposium will be organized into a plenary session followed by
three concurrent panel sessions which will focus on the aspects
relative to management, operations and staff.

Details of the symposium are provided in the enclosed brochures.
Please distribute these at the earliest possible date to those
individuals within your agency who would have an interest in
attending.

Additional copies of the enclosed brochures may be obtained by
calling Mrs. Beatrice Marron at NBS on 921-3491.

Enclosures

75 YEARS
NBS
1901-1976

SYMPOSIUM FOR
DOCUMENTATION OF COMPUTER PROGRAMS AND AUTOMATED DATA SYSTEMS
October 12, 1976

sponsored by

Federal Information Processing Standards
Task Group #14 (Documentation for Information
Processing System) National Bureau of Standards
U. S. Department of Commerce

in conjunction with
The ADP Management Center
U. S. Civil Service Commission

AGENDA

8:30 a.m. Registration and coffee

9:30 a.m. Welcome and general introduction
Red Auditorium
M. Zane Thornton, *Deputy Director*
Institute for Computer Sciences and Technology
National Bureau of Standards

9:50 a.m. Why Have Documentation Standards and Guidelines?
The Honorable Theodore D. Puckorius
Commissioner, Automated Data and Telecommunications Service
General Services Administration

10:15 a.m. Philosophy of FIPS PUB 38

Introduction	James Gillespie
Life Cycle Concept and Document Types	Roy Young
Flexibility Provisions and Document Type Selection	Robert Hegland
Content Guidelines	Tom Kurihara
Summary	James Gillespie

11:15 a.m. Description of afternoon sessions
Mark Silverman
U.S. Geological Survey

11:20 a.m. Coffee

11:40 a.m. Parallel Sessions A, B, and C
Presentations by panel members

1:00 p.m. Lunch (NBS Cafeteria)

2:00 p.m. Parallel Sessions A, B, and C
Discussion between panel members and audience

3:00 p.m. Parallel Sessions A, B, and C
Session summary and conclusion

3:30 p.m. Adjourn

Session A - Executives, User Managers, Project Managers

Session Chairman - Robert E. Head
Assistant Director,
Systems Development
Automated Data Systems
U.S. Department of Agriculture

Topics:

Can the guidelines help?
How can the manager evaluate technical documentation?
Is documentation worth the cost?
How can software quality be assured thru documentation?
Do existing systems need to be documented?

Session B - ADP Systems, Operations, and Programmer Personnel

Session Chairman - Thomas P. Giammo
Director,
Division of Statistical Processing
OMA
Social Security Administration
U.S. Department of Health, Education & Welfare

Topics:

How does the *Functional Description* help programmers and users?
Why does the *System Specification* permit more accurate time and resource estimates?
How does the *Program Maintenance Manual* help implement system changes?
How does the *User Manual* provide better "customer relations"?

Session C - Standards, Training, Policy, and Audit Personnel

Session Chairman - Harris G. Reiche
Director,
Office of ADP & Telecommunications Management
U. S. Department of the Interior

Topics:

How does one convert the guideline to (one or more) agency standards?
What kind of user and programmer training is needed to use the guideline / standard?
How does the internal auditor measure performance against each document type?
How does the external auditor compare systems objectives and completed software?

The planning, design, development, and implementation of computer programs and automated data systems (software) represent a considerable investment of human and automated resources. To maximize the return on this investment, and to provide for cost-effective operation, revision, and maintenance, sufficient documentation is needed at each stage of the software development life cycle. FIPS PUB 38 has been prepared to provide government-wide guidelines in response to that need. This symposium has been organized to introduce the government ADP community to the concepts of FIPS PUB 38.

OBJECTIVE

The attendee should come away from this symposium with a fuller understanding of when and how to apply these government-wide guidelines, in developing either:

- Agency standards, or

- Operational documentation

SESSIONS

This symposium will be organized into a plenary session followed by three concurrent panel sessions. The plenary session will provide an overview and philosophy of FIPS PUB 38. The parallel panel sessions will focus on those aspects relevant to particular interests:

- Management

- Operations

- Staff

A summary of the proceedings of all three panel sessions will be mailed to all attendees as soon as possible following the symposium.

Technical managers, standards specialists, systems analysts, computer programmers, and others with an interest in documentation standards are eligible for nomination. Nomination for Federal and military personnel should be submitted on Optional Form **170**, Optional Form **37** or other agency approved training authorization form. Please attach the registration form included in this announcement. State, city and other local governments, as well as other eligible organizations, may nominate their personnel by letter from an authorized official which must include the following information: your name, title, symposium date, which sessions, employee name, annual salary, position title, billing address, and the address and telephone number of the office to which the confirmation notice should be forwarded. All nominations should be sent to the *Director, The ADP Management Training Center, U.S. Civil Service Commission, 1900 E Street, N.W., Attn: TOA, Washington, D.C., 20415*, by the nomination deadline dates shown in the calendar. Further information may be obtained by calling (202) 632-5650 or code 101 extension 25650.

COST

The cost of the seminar is $20 per person for nominations received **by September 24, 1976** and $25 for nominations received after that date. Agencies will be billed for all accepted nominees unless formal cancellations are received by the close of business **October 4, 1976.** A control number from our cancellation register must be secured for each cancellation requested. Substitutions of eligible participants may be made up to the beginning of the program.

Luncheon, a copy of FIPS PUB 38, and a summary of the proceedings are included in the fee. Additional copies of the proceedings will be made available through the National Technical Information Service.

Symposium for Documentation of Computer Programs and Automated Data Systems
REGISTRATION CARD
October 12, 1976

Name _____
(Please Print)   LAST   FIRST   MIDDLE
Agency _____ Telephone _____

City _____ State _____ Zip _____

☐ Pre-registration $20 (if nomination received by Sept. 24)   ☐ Late nomination $25 (after Sept. 24)
☐ Proceedings only (you will be notified by NTIS when proceedings are available)

Please return this card with your nomination form to: Director
The ADP Management Training Center
U.S. Civil Service Commission
1900 E Street, N. W.
ATTN: TOA
Washington, D. C. 20415

Please circle your tentative session preference: A B C

LOCATION

The registration desk will be open in the hall opposite the Green Auditorium, National Bureau of Standards, Gaithersburg, MD beginning at 8:30 a.m. Ample free parking is available at the NBS facility. Follow the signs to Visitors Parking. Out of town registrants should make their own arrangements for lodging.

FURTHER INFORMATION

For technical information on the Symposium for Documentation of Computer Programs and Automated Data Systems, call the Symposium Chairman, Mr. Mark Silverman at (703) 860-7177.

SYMPOSIUM COMMITTEE

Mark Silverman *(Chairman)*
U. S. Geological Survey

Roy Young
U. S. Department of Health, Education & Welfare

Mitchell Krasny
National Technical Information Service

Beatrice Marron
National Bureau of Standards

Fred Rao
U. S. Civil Service Commission

SUMMARY

When:	October 12, 1976
Nomination Deadline:	September 24, 1976
Cancellation Deadline:	October 4, 1976
Registration:	Tuesday October 12, 1976 8:30 am - 9:30 am
Program:	9:30 am - 3:30 pm
Location:	Green Auditorium Administration Building National Bureau of Standards Gaithersburg, Maryland

CST 24-T367